

**FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
FEBRUARY 24, 2015**

PRESENT: Thomas Bradley, Eric Lengell, Marla Michaelis, Dean Stensberg, Marc Eernisse

ABSENT: Kristen Piehl

STAFF: Brittany Lewin, Executive Director; Kelly Williams, Bureau Assistant; and other
DSPS Staff as needed

Thomas Bradley, Chair, called the meeting to order at 9:32 am. A quorum of five (5) was confirmed.

ADOPTION OF AGENDA

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Marc Eernisse moved, seconded by Marla Michaelis, to approve the minutes of November 18, 2014 as published. Motion carried unanimously.

**ELECTION OF OFFICERS
CHAIR**

NOMINATION: Marc Eernisse nominated Thomas Bradley for the Office of Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Thomas Bradley was elected as Chair.

VICE CHAIR

NOMINATION: Thomas Bradley nominated Eric Lengell for the Office of Vice Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Eric Lengell was elected as Vice Chair.

SECRETARY

NOMINATION: Dean Stensberg nominated Marla Michaelis for the Office of Secretary.

Executive Director Brittany Lewin called for nominations three (3) times.

Marla Michaelis was elected as Secretary.

2015 OFFICER ELECTION RESULTS	
Board Chair	Thomas Bradley
Vice Chair	Eric Lengell
Secretary	Marla Michaelis

APPOINTMENTS

2015 SCREENING PANEL APPOINTMENTS	
January -December 2015	Marc Eernisse, Thomas Bradley, Eric Lengell

2015 LIAISON APPOINTMENTS	
Credentialing Liaison	Marla Michaelis
DSLCL (PAP/Monitoring)	Marla Michaelis

MOTION: Dean Stensberg moved, seconded by Eric Lengell, to acknowledge the appointments made by the Chair as the 2015 Liaisons and Screening Panel. Motion carried unanimously.

DELEGATION OF AUTHORITY

MOTION: Marc Eernisse moved, seconded by Dean Stensberg, that the Board delegates authority to the Chair, highest ranking officer, or longest serving member of the Board, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: Dean Stenberg moved, seconded by Marla Michaelis to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

CLOSED SESSION

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Thomas Bradley, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Marc Eernisse – yes; Eric Lengell – yes; and Marla Michaelis – yes; Dean Stensberg – yes. Motion carried unanimously.

The Board convened into Closed Session at 9:53 a.m.

RECONVENE TO OPEN SESSION

MOTION: Marc Eernisse moved, seconded by Eric Lengell, to reconvene in Open Session at 10:30 A.M. Motion carried unanimously.

MONITORING

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to accept the request of surrender of license for Melissa Wachholz. Motion carried unanimously.

CASE CLOSINGS

13FDR018

MOTION: Dean Stensberg moved, seconded by Eric Lengell, to close DLSC case number 13FDR018, against S.N.G., for Lack of Jurisdiction (L2). Motion carried unanimously.

14FDR001

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to close DLSC case number 14FDR001, against M.H. and R.N.G.G.F.H., for Insufficient Evidence. Motion carried unanimously.

14FDR013

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to close DLSC case number 14FDR013, against M.H. and R.N.G.G.F.H, for Insufficient Evidence. Motion carried unanimously.

14FDR002

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to close DLSC case number 14FDR002, for Prosecutorial Discretion (P3). Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Marc Eernisse moved, seconded by Marla Michaelis to affirm all motions made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:34 A.M.